



**CITY OF ASHEVILLE
PERMANENT AND TEMPORARY
SIGN PERMIT APPLICATION**

PERMIT #: _____

Development Services Center
161 S. Charlotte St., Rm A101
P.O. Box 7148
Asheville, NC 28802
(828) 259-5822
FAX: (828) 259-5676
www.Ashevillenc.gov

Completed application, site plan, and drawings are required at the time of submittal.

SITE LOCATION & DESCRIPTION

Site Address: _____ PIN #: _____

Tenancy: ☐ Single Tenant ☐ Multi-Tenant

APPLICANT / OWNERSHIP INFORMATION

Applicant Name(s): _____ Email: _____

Mailing Address/State/Zip: _____

Phone: _____ Cell Phone: _____ FAX: _____

Business Name: _____ Privilege License #: _____

Property Owner Name:
(if different from applicant) _____ Phone: _____

Contractor Name: _____ Phone: _____

Mailing Address/State/Zip: _____ Privilege License: _____

SIGN TYPE (check all that apply) ☐ **PERMANENT** ☐ **TEMPORARY**

- | | | | | | |
|----------------------------------|--|---------------------------------------|--------------------------------------|--|---------------------------------|
| <input type="checkbox"/> A-Frame | <input type="checkbox"/> Banner-wind | <input type="checkbox"/> Community ID | <input type="checkbox"/> Marquee | <input type="checkbox"/> Subdivision | <input type="checkbox"/> Wall |
| <input type="checkbox"/> Balloon | <input type="checkbox"/> Canopy/Awning | <input type="checkbox"/> Freestanding | <input type="checkbox"/> Projecting | <input type="checkbox"/> Suspended/Transom | <input type="checkbox"/> Window |
| <input type="checkbox"/> Banner | <input type="checkbox"/> Changeable Copy | <input type="checkbox"/> Ground | <input type="checkbox"/> Off-Premise | <input type="checkbox"/> Time/Date | <input type="checkbox"/> Other |

Existing freestanding sign on the property? Yes ☐ No ☐ Describe: _____

PROPOSED WORK (check all that apply)

- | | | | |
|--|--|---|--------------------------------------|
| <input type="checkbox"/> New Sign Installation | <input type="checkbox"/> Replace Existing Sign | <input type="checkbox"/> Off-Premise | <input type="checkbox"/> Single-Face |
| <input type="checkbox"/> Additional New Sign | <input type="checkbox"/> Face Change Only | <input type="checkbox"/> Relocate Existing Sign | <input type="checkbox"/> Double-Face |
| <input type="checkbox"/> Alter Existing Sign | <input type="checkbox"/> Mural, Graphic | <input type="checkbox"/> Other | <input type="checkbox"/> Multi-Face |

Description of Work: _____

ILLUMINATION TYPE (check one, electrical permit required for illuminated signs)

- ☐ Non-Illuminated ☐ Illuminated-External Light ☐ Illuminated-Internal Light

OTHER REQUIRED INFORMATION

- ☐ For Permanent Signs, include a map or site plan of the property and structure drawn to legible scale showing location of all signs (proposed and existing), including setbacks if required. Include sign construction plans and a drawing showing the text of the sign. In addition:

- ☐ Freestanding or ground signs over 6 feet in height require sealed engineered drawings.
- ☐ Projecting signs greater than 2.5 sq ft require sealed engineered drawings.
- ☐ If submitted map or site plan is larger than 11"x17", THREE (3) copies of the map or plan must be submitted.
- ☐ Wall signs require weight and method of attachment documentation.

- ☐ For Temporary Signs, include a drawing showing the dimensions, text, and display location of the sign(s).

Continue on Reverse Side

PERMIT #: _____

If you are not the business or property owner, you must have a valid City Privilege License to install a sign.

SIGN DESCRIPTION

If Temporary, dates to be displayed:		Beginning:		Ending:			
Total Project Cost (Perm. Sign Only)		\$					
SIGN 1		SIGN 2		SIGN 3		SIGN 4	
Sign Type		Sign Type		Sign Type		Sign Type	
# of Faces		# of Faces		# of Faces		# of Faces	
Horizontal Dimension	ft	Horizontal Dimension	ft	Horizontal Dimension	ft	Horizontal Dimension	ft
Vertical Dimension	ft	Vertical Dimension	ft	Vertical Dimension	ft	Vertical Dimension	ft
Total Square Footage	sf	Total Square Footage	sf	Total Square Footage	sf	Total Square Footage	sf
Store Frontage (for Multi-Tenant attached units)	ft	Store Frontage (for Multi-Tenant attached units)	ft	Store Frontage (for Multi-Tenant attached units)	ft	Store Frontage (for Multi-Tenant attached units)	ft
Total Height above Grade	ft	Total Height above Grade	ft	Total Height above Grade	ft	Total Height above Grade	ft
Setback (if required)	ft	Setback (if required)	ft	Setback (if required)	ft	Setback (if required)	ft

Approval of a Permanent or Temporary Sign Permit is valid for the use as submitted. Any changes to the use, structure, or sign will invalidate this approval.

STATEMENT OF CONFORMITY: As undersigned or authorized agent of the owner, I am applying for all construction specialty permits required to construct the project as described in this application. I agree to do the described work according to the attached plans and specifications and understand that the work is to be done in accordance with the Ordinances of the City of Asheville and State of North Carolina laws. By signing this permit application, I hereby affirm that I have read and understand the City of Asheville Unified Development Code, Section 7-13 – Sign Code and further affirm that the information provided in this application is correct and complete.

Signature: _____ Date: _____

FOR OFFICIAL USE ONLY

Date App Received:		Application Completed:			Receipt #:		
Zoning District:	Overlay District:	Flood Plain:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Variance:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date: _____	
Permit Request	Plans Submitted	Contractor Business Name		State License #	Privilege License #	Cost of Work	Permit Fees
<input type="checkbox"/> Building	<input type="checkbox"/>					\$	\$
<input type="checkbox"/> Electrical	<input type="checkbox"/>					\$	\$
<input type="checkbox"/> Zoning	<input type="checkbox"/>					\$	\$
<input type="checkbox"/> Other	<input type="checkbox"/>					\$	\$
Comments:				Total Project Cost		\$	
				Total Fee		\$	
Reviewed By:		Date:		On-Site Inspection Date:			
<input type="checkbox"/> Approved		<input type="checkbox"/> Denied (Reasons):					

Sign Fact Sheet

ALL SIGNS

No sign – temporary, permanent, permitted, or unpermitted, with the exception of governmental signs – may be displayed in a public right-of way, on a utility pole, or roadside structure (e.g. trash can, bus stop, tree, bench). Such signs are subject to immediate removal by the City of Asheville and may be reclaimed within 7 days of removal for a \$50/sign reclamation fee.

PROHIBITED SIGNS

Abandoned	Roof
Animated or flashing	Sandwich Board (with exceptions)
Flags used in combination with a commercial activity	Traffic Look-alike
Optical Illusion	Vehicle (with exceptions)
Portable or Moveable	Wind (with exceptions)

SIGNS EXEMPT FROM SIGN PERMITS BUT SUBJECT TO REGULATIONS

(Note: Building permits may be required)

Commemorative
Construction
Directional
Non-commercial
Political
Real Estate

TEMPORARY SIGNS

1. Temporary sign(s) under 16 sq feet (total square footage) do not require a permit and can only be mounted *inside* a window.
2. A permit is required for any temporary sign(s) (multiple or single) with a total square footage over 16 sq feet. Maximum total square footage is 32 sq ft.
3. Permitted temporary signs may be placed inside windows, freestanding, or attached to a structure.
4. Temporary signs may be displayed for 30 days only.
5. Temporary signs are limited to two applications per calendar year (can be consecutive).
6. Temporary Sign Permit fee is \$25 payable at the time of application.
7. The Temporary Sign Permit sticker issued with the permit *must* be displayed on the face of the sign.

PERMANENT SIGNS

1. A-frame signs require a special permit available through the Public Works Dept. (258-5471).
2. Single-Tenant businesses in non-residential zones are allowed one freestanding sign in addition to allowed attached signage.
3. Multi-Tenant businesses may erect *either* a development identification sign (name of the development only) or a joint tenants' identification sign (names of the tenants within the development and can include the development name). Individual businesses within the development are allowed tenant identification signs.